

Unit 2

Personal Management

Organization



What is Organization?

- The action of organizing something.
- The structure or arrangement of related or connected items.



Where can we use Organization??

We can use organization almost anywhere, we can organize almost everything

Can you think of how people use different styles of organization?



Where can we use Organization??



Breakdown of Organization Unit

Organizing Your Life

Organizing your Notebook

Organizing your Notes

Organizing your School Materials

Organizing at home

Organizing Assignments